

Kickapoo Nation Health Center
1117 Goldfinch Road
Office Manager
Horton Kansas

Office Manager Job Description

The Administrative Officer position provides the support directly to the Health Director of the Kickapoo Nation Health Center by coordinating the administrative functions of implementing support services and budgetary and financial duties for the clinic operations. The Administrative Officer is under the direct supervision of the Health Director.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides overall supervision responsibilities for planning, development, organization, integration of the budget, property and supply, housekeeping, transportation and the billing department. Provides expert guidance and leadership to staff.
2. Assists in writing policies and procedures.
3. Conducts reviews and recommends changes to policies and procedures and ensures employees are progressing toward the desired goals and objectives.
4. Keeps abreast of new legislation affecting Native Americans health issues.
5. Assist with the preparation of the budget.
6. Prepares all Third-Party collections for bank deposits and keeps an accounting systems that Is accurate and transparent for audit purposes for federal grants.
7. Establishes and maintains supplier accounts and prepares requisitions for payment of bills.
8. Reconciles accounts receivable from Third-Party billing functions.
9. Overall responsibility for legality of purchases, space management, mail, records management, forms.
10. Knowledge of Human Resources and their policy and procedures.
11. Establishes and maintains an effective working relationship with other agencies, educational entities, community at large and other health facilities.
12. Works closely with Tribal Finance on budgetary matters and/or concerns.
13. Serve as the Coordinator for the SDPI grant which includes developing the program, providing community events, learning opportunities, meeting goals and objectives
14. Supervise the CHR program providing guidance while ensuring goals and objective are met.
15. Assist front office staff when needed.
16. Order supplies and equipment as needed.
17. Provide other duties when assigned.

KNOWLEDGE: The incumbent must have proficient knowledge in the following areas:

- Computerized accounting programs
- Accounts payable and accounts receivables
- Generally accepted accounting principles
- Preparation of financial statements

SKILLS: The incumbent must demonstrate the following skills:

- Supervisory skills
- Team building
- Accounting and bookkeeping skills
- Analytical and problem solving skills
- Decision making skills

- Effective verbal and listening communication skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, utilizing Excel, Microsoft Word, Power Point at a highly proficient level.
- Stress management skills
- Time management skills
- Ability to work independently and able to show productivity.
- Completes assignments on a timely basis
- Ability to meet and deal with a variety of individuals
- Must be able to work effectively with others
- Must be able to adjust work schedule to meet the needs of the community when needed.

EDUCATIONAL REQUIREMENTS: A College Degree in the Health Management, Accounting or a related Health Care Field. Will consider work experience in the field (4 Years).

SPECIALIZED EXPERIENCE: Has experience with supervisory duties in such areas as budget and finance, business office, or grants management. Knowledge of program analysis and evaluation. Have excellent oral and written communications skills.

PERSONAL ATTRIBUTES: The incumbent must maintain strict confidentiality in the performance of the duties of the Administration Officer. Must adhere to the Privacy Act and Confidentiality Laws.

PRIVACY ACT: The Administrative Officer must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522A) (i)(I).

DRUG-FREE WORKPLACE POLICY: As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Nation Health Center, Kickapoo Tribe of Kansas.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Tribal Employment Rights ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

CRIME CONTROL ACT: Public Law 101-647, also known as the Crime Control Act of 1990 (Act), requires that all individuals involved with the provision of child care services to children under the age of 18 undergo a criminal background check whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge. "Child care services" include, but are not limited to, social services, health and mental health care, child (day) care, education (whether or not directly involved in teaching), and rehabilitative programs. Any conviction for a sex crime, an offense involving a child victim, or a drug felony, may be grounds for denying employment or for dismissal of an employee providing any of the services listed above. The applicant will provide the necessary information to the Human Resources staff for obtaining the background check. The organization may hire a staff person provisionally prior to the completion of a background check, if at all times prior to the receipt of the background check during which children are in the care of a newly-hired person, the person is within the sight and under the supervision of a previously investigated staff person.